

SECURITY

SECURITY CLASSIFICATION OF COMPUTER OUTPUT
and
ELIMINATION OF UNNECESSARY PRINTOUTS

STATINTL

1. SECURITY CLASSIFICATION OF COMPUTER OUTPUT. This paragraph is to remind employees that the provisions of [REDACTED] are applicable to computer output material.
 - a. Computer users are responsible for ensuring that all forms of computer output material (whether paper printout, microfilm, microfiche, or any other type) have been properly classified and marked. Where such material is not already classified and marked, but should be classified, the user, if he has the authority to classify the particular material, will classify and mark it; if the user does not have such authority, he will arrange for the officer responsible for the information to classify and mark the material. Material which is unclassified should be so marked. This will be done before the material is removed from the computer center or terminal area.
 - b. Components operating computer systems will institute appropriate procedures to facilitate the classification and marking of computer output material.
2. ELIMINATION OF UNNECESSARY PRINTOUTS. Due to the increased cost and shortage of paper used in computer printouts, a considerable savings can be accomplished by the elimination of unnecessary printouts and by a reduction in the number of copies distributed by OJCS to each user. Therefore, each user will review his re-

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quirements and report to OJCS the actual number of copies, if any, required. OJCS will be responsible for periodically confirming that the recipient of computer printouts has a continuing need for each printout and will discontinue the distribution of any printouts not so needed.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

HAROLD L. BROWMAN
Deputy Director
for
Management and Services

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Proposed DRAFT of [REDACTED] Security Classification of Computer Output
and Elimination of Unnecessary Printouts

FROM: Chief, Regulations Control Staff *ed* EXTENSION 6308
DATE 10 APR 1974

TO: (Officer designation, room number, and building) DATE RECEIVED FORWARDED OFFICER'S INITIALS COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. [REDACTED] 4/10/74 *D*

2. *Mr Brownman* *OK* *ed*

3. *el RCS*

4.

5.

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15.

Attached is the draft of the proposed HN that you discussed with [REDACTED] on Friday.

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The first paragraph is actually the reissuance of the HN that expired 1 February 1974 on the subject of "Security Classification of Computer Output."

The second paragraph is RCS's version concerning the "Elimination of Unnecessary Printouts" which developed from the Management and Services Advisory Group recommendation.

If this meets with your approval then we will send the proposal out to the coordinators for "Information" prior to authentication.

OK on this
per Mr Brownman. Do
not put an expiration
date on [REDACTED]

EO 1DD/mas

STATINTL

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